

Health Communications/Public Information

Date: _____

– Process Evaluation – (Example for 1 Intervention)¹

Agency Name/ID: _____

	Primary Population	Secondary Population
Risk Population Mark the risk population this form describes. This list reflects CDC's surveillance hierarchy of exposure categories. If an intervention serves multiple risk populations, choose one primary and one secondary risk population.	<ul style="list-style-type: none">• MSM• MSM/IDU• IDU• Heterosexual• Mother with/at risk for HIV• General Public	<ul style="list-style-type: none">• MSM• MSM/IDU• IDU• Heterosexual• Mother with/at risk for HIV• General Public

Check which of the following best describes your agency:

- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none">• CBO - Minority Board• CBO - Non-Minority Board• Other Nonprofit | <ul style="list-style-type: none">• State Health Department• Local Health Department• Other Government | <ul style="list-style-type: none">• Academic Institution• Research Center | <ul style="list-style-type: none">• Individual• Other |
|---|--|--|--|

Check which of the following categories describes the intervention. You may select more than one. Examples of the four categories are provided below:

- | | |
|--|--|
| <ul style="list-style-type: none">• Electronic Media Campaign (television, radio, e-mail, Internet/WWW)• Print Media Campaign (Newspaper, magazines, direct mail, billboards) | <ul style="list-style-type: none">• Hotline: Telephone service offering up-to-date information and referrals• Clearinghouse: Service providing information and materials to the general public as well as high-risk populations |
|--|--|

¹ This form is an example that can be used to characterize the critical elements for each intervention of this type. If helpful, data from these forms can then be aggregated to meet the reporting needs described in *Volume 1: Guidance*.

Electronic Media: Broadcast

If intervention uses a broadcast medium, enter the total number of times the pieces were aired: _____

Enter the estimated number of people exposed to the message(s) _____

Print Media

If intervention uses a print medium, enter the number of distinct print materials that were used to disseminate HIV prevention messages to a large-scale audience: _____

Enter the estimated number of people exposed to the print material(s): _____

Hotlines

If intervention is a hotline, enter the total number of hotline callers: _____

Clearinghouses

If intervention is a clearinghouse, enter the total number of requests for information: _____

Presentations/Lectures

If intervention is a presentation or lectures, enter the total number provided: _____

Staffing and Expenditures

Number of full-time equivalent staff providing this HC/PI intervention whose salaries are funded by CDC: _____

Number of volunteers providing this HC/PI intervention: _____

CDC 99004 HIV Prevention funds that were expended for carrying out all aspects of this HC/PI intervention: \$ _____